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ABSTRACT

This guide was developed as a "how to" training device for obtaining help with AppleWorks version 2.0 word processing files using the Apple IIGS computer with two disk drives. Step-by-step instructions are provided for program loading; selecting the help list; and using the help list to copy text, delete text, find parts of a document, identify page break locations, move part or all of a document, change file names, replace words, set tabs, use bold face, use underline, move to the beginning of a file, and move to the end of a file. Diagrams of the monitor screen are provided for each step in the process of bringing word processor and spreadsheet files from a data disks to the computer desktop. (GL)

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OBTAINING HELP WITH APPLEWORKS V2.0 WORD PROCESSING FILES USING THE APPLE IIGS COMPUTER

FIRST EDITION

ED318458

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INTRODUCTION

"Obtaining Help With AppleWorks V2.0 Word Processing Files Using The Apple IIGS Computer" was developed for use as a "how to" training device. It can be used with Apple IIGS computers which have two disk drives. Its development was accomplished using one 3 1/2" and one 5 1/4" drive, 5 1/4" floppy disks, and the 2.0 Version of the AppleWorks program. The pictures one sees in the Figures of this document are those that will be seen when V2.0 of the AppleWorks program is used to merge spreadsheet files into word processor files. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIGS computer.

2. Two disk drives.

3. A copy of the AppleWorks program.

4. One data disk upon which is stored, a word processor file and a spreadsheet file.

If this document is to be used as it was intended, users must know how to:

1. Turn on the computer.

2. Bring word processor and spreadsheet files from a data disk to the computer desktop.

After using this document, Apple IIGS computer operators should be able to use AppleWorks V2.0 word processing help option with their AppleWorks work processor files. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

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DIRECTIONS

01. Program Loading.

a. Place the AppleWorks program (Version 2.0), startup disk in drive #1 slot #5 (for programs on 3 1/2" disks - drive #1 slot #6 is used with a program on a 5 1/4" disk) if two separate drives are used. If you are not sure which disk drive has been connected as drive #1, place the program in one of the two drives. The computer will normally search both drives for the program disk.

b. Turn on the computer and load the program into the computer. This step may require using two disks, one the startup disk and one the program disk or turning the startup disk over (watch for directions at the bottom of the monitor screen) if the startup and program portions are on opposite sides of the same disk, or:

c. If the machine is already energized, insert the disk and press and hold down the OPEN-APPLE and the CONTROL keys and while they are held down:

d. Press and release the RESET key and then release the OPEN-APPLE and the CONTROL keys (remember, you still may need to insert the second disk or turn the disk over).

e. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen).

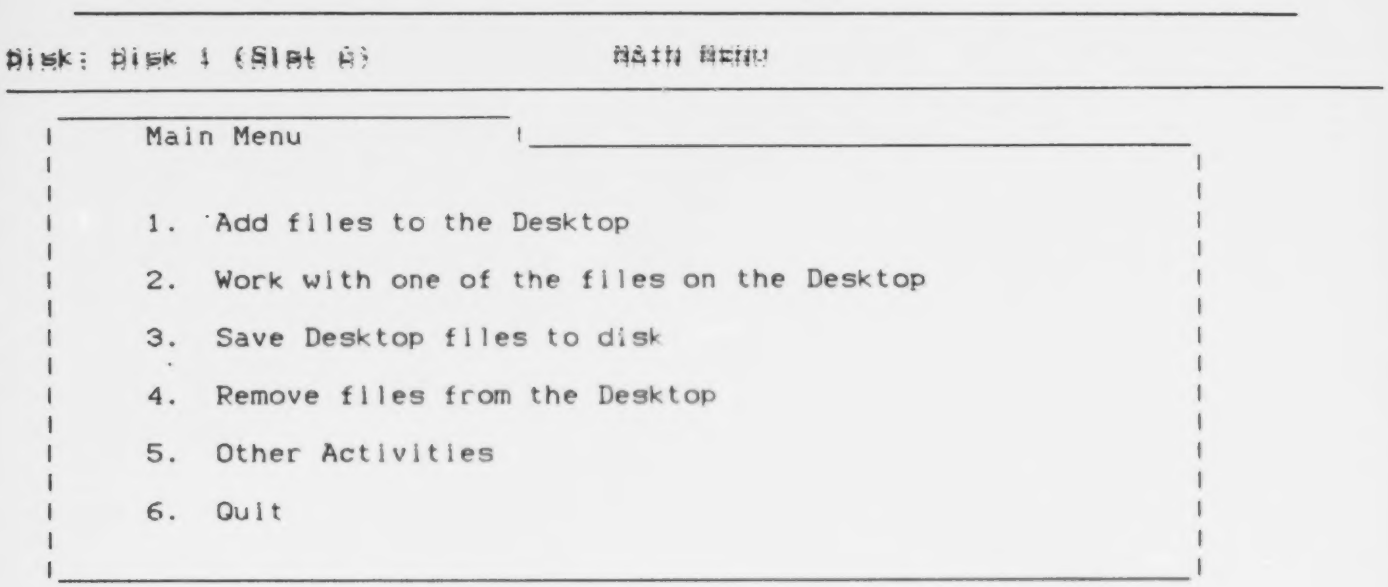
Disk: Disk 1 (Slot 6)
Main Menu
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
@-? for Help

Figure 1. The Monitor Screen Showing The Main Menu.

02. Getting Started.

a. Place your data disk in drive #1 slot 6.

b. With the "Add files to the Desktop" option highlighted, press the RETURN key (see Figure 2).

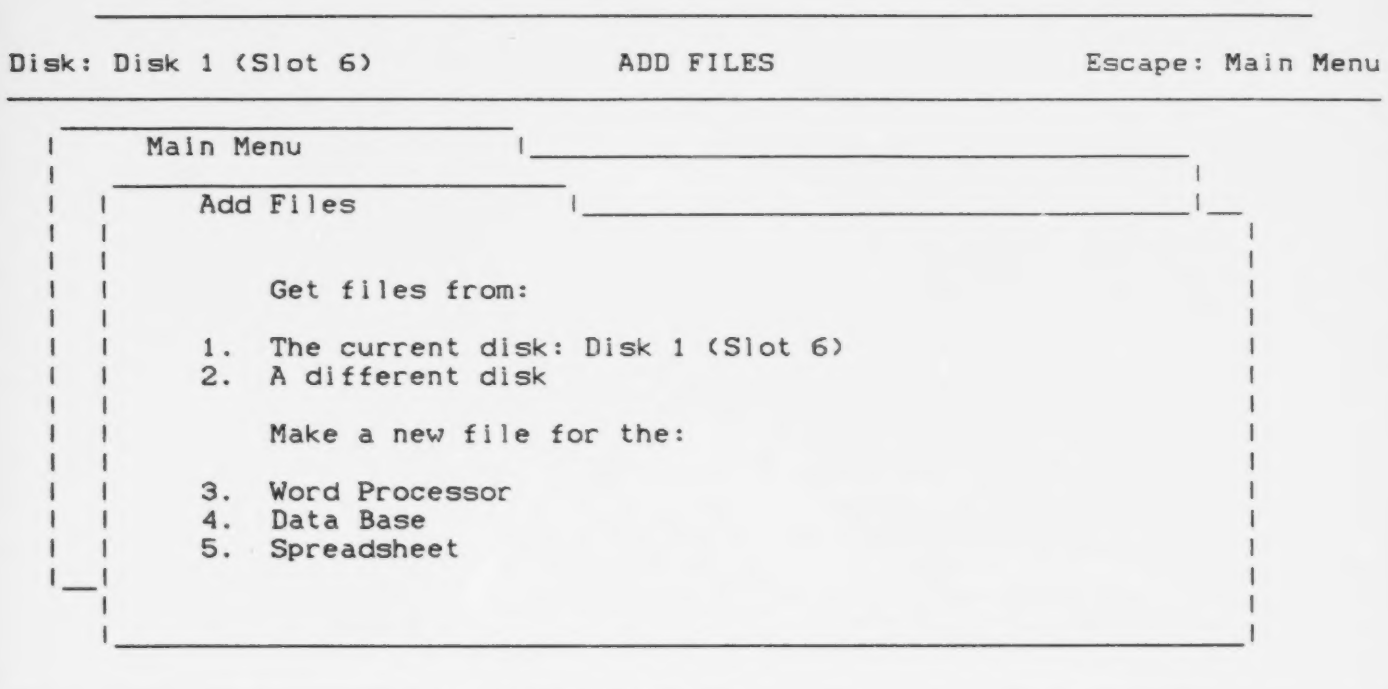

Figure 2. The Monitor Screen After Selecting The Add Files Option.

c. With the,"Current disk: Disk 1 Slot (6)" option highlighted, press the RETURN key (see Figure 3).

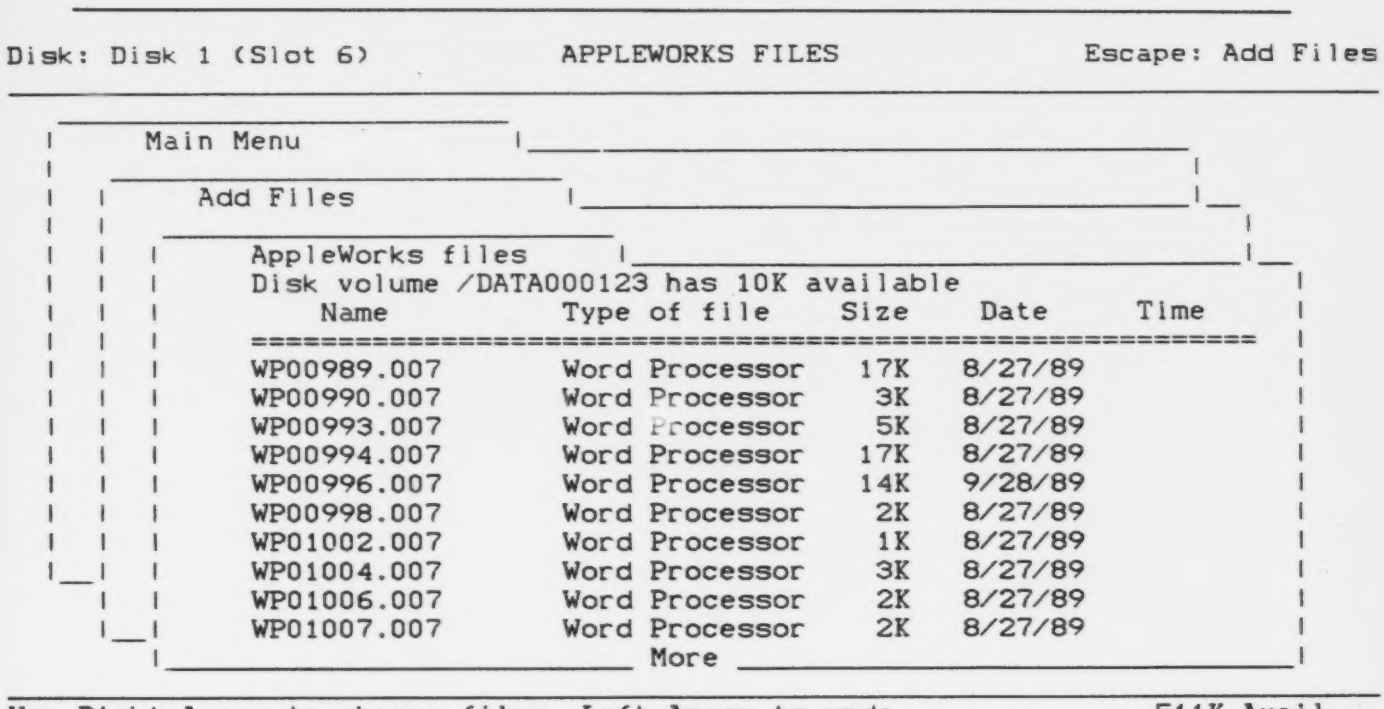

Figure 3. The Monitor Screen Showing A Disk Catalog.

d. Use the DOWN-ARROW to highlight one of your word processor files.

e. Press the RETURN key once. An example of the results can be seen in Figure 4.

```
File: WP00989.007              REVIEW/ADD/CHANGE              Escape: Main Menu
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
                    FROM THE CROWS NEST.....

    At the risk of seeming long winded, I'll use the same format as I
did in the May/June issue of the Newsletter to describe what I've seen
of science education both nationally and in DoDDS-Pacific since then.
First, however, let me take this opportunity to welcome you all back
to school.  I hope you have all had an enjoyable summer, that this
will be your best year yet in teaching and you'll have fun teaching
science over the coming weeks and months.  Let's all of our new
stateside hires and those transferring in from other regions a hearty
welcome.  Its going to be an exciting year in science education around
DoDDS-Pacific.

BOULDER WORKSHOP.  Twenty-six DoDDS personnel recently completed the
two week DoDDS sponsored elementary science workshop at the University
of Colorado, Boulder.  The attendees conducted hands-on science
activities, visited a variety of industries to look at the application
of scientific principals to technological problems of the 80's,
examined ways of using museums in science programs, listened to guest
speakers, saw a star show.  On the weekend between weeks one and two,
--------------------------------------------------------------------------
Type entry or use @ commands          Line 2  Column  1        @-? for Help
```

Figure 4. An Example Word Processor File.

03. Help List.

a. Press the OPEN-APPLE and the "?" keys at the same time. Your monitor screen should look like the picture shown in Figure 5.

```
File: WP00989.007                    HELP              Escape: Review/Add/Change
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
                    @-C    Copy text (includes cut and paste)

                    @-D    Delete text

                    @-F    Find occurrences of....

                    @-K    Calculate page numbers

                    @-M    Move text (includes cut and paste)

                    @-N    Change name of file

                    @-O    Options for print formatting

                    @-P    Print

                    @-R    Replace occurrences of....

                    @-T    Set and clear tab stops

--------------------------------------------------------------------------------
Use arrows to see remainder of Help                                  493K Avail.
```

Figure 5. The Monitor Screen Showing The First Portion Of The Help List.

b. Press the DOWN-ARROW key until the @-Z statement is at the top of the screen (see Figure 6).

```
File: WP00989.007                    HELP              Escape: Review/Add/Change
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===

                @-Z     Zoom In or Out to display or not
                        display printer options

                @-Space bar     Sticky space

                Control-B       Begin or end bold face

                Control-L       Begin or end underline

                RETURN          Mark end of paragraph

                DELETE          Delete preceding character

                Arrows          Move the cursor

                @-Up arrow      Back up a full screen

                @-Down arrow    Go forward a full screen

-------------------------------------------------------------------------------
Use arrows to see remainder of Help                                  493K Avail.
```

Figure 6. The Monitor Screen Showing The Second Portion Of The Help List.

c. Press the DOWN-ARROW keys until the monitor screen no longer changes. The monitor screen now looks like the picture in Figure 7. Notice the similarities between Figures 6 and 7.

```
File: WP00989.007                    HELP              Escape: Review/Add/Change
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===

                    DELETE          Delete preceding character

                    Arrows          Move the cursor

                    @-Up arrow      Back up a full screen

                    @-Down arrow    Go forward a full screen

                    @-Right arrow   Go to next word

                    @-Left arrow    Go to previous word

                    TAB             Go to next tab stop

                    @-TAB           Go to previous tab stop

                    @-1             Go to beginning of file
                      through         through
                    @-9             Go to end of file
-------------------------------------------------------------------------------
Use arrows to see remainder of Help                                 493K Avail.
```

Figure 7. The Monitor Screen Showing The Last portion Of The Help List.

d. Insure that your printer is on and ready to print.

e. Press the OPEN-APPLE and the "H" keys at the same time.

f. Press the UP-ARROW key until the @-Z message is at the top of screen.

g. Press the OPEN-APPLE and the "H" keys at the same time.

h. Press the UP-ARROW key until the screen no longer changes.

i. Press the OPEN-APPLE and the "H" keys at the same time.

j. Press the ESC key once. The screen now appears similar to the example shown in Figure 8.

```
File: WP00989.007              REVIEW/ADD/CHANGE              Escape: Main Menu
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
                        FROM THE CROWS NEST.....

    At the risk of seeming long winded, I'll use the same format as I
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of scientific principals to technological problems of the 80's,
examined ways of using museums in science programs, listened to guest
speakers, saw a star show.  On the weekend between weeks one and two,
--------------------------------------------------------------------------------
Type entry or use @ commands          Line 2  Column 21        @-? for Help
```

Figure 8. The Monitor Screen After Exiting The Help List.

04. Using The Help List.

a. Copy text.

(1) Use the ARROW keys and set the cursor under the first letter of the first word in your text that you wish to copy.

(2) Press the OPEN-APPLE and the "C" keys at the same time. Your monitor screen will appear similar to the example shown in Figure 9.

```
File: WP00989.007                    COPY TEXT          Escape: Review/Add/Change
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
Advancement of Science started a science curriculum development
project, with financial support from the National Science Foundation,
intended to produce curriculum materials for grades K-12.  The
materials when finished should integrate science, technology and
society.  The project, now beginning its fourth year, will take over a
decade and heavily involves K-12 classroom teachers.  The major work
now is being done at the University of Colorado by approximately 200
teachers from around the U. S. who come together during the summer.
We are looking for ways that a number of our DoDDS-Pacific teachers
can become involved in the project.  If you are interested in this
possibility, send me an informal note at the regional office.

5TH INTERNATIONAL SYMPOSIUM ON WORLD TRENDS IN SCIENCE AND TECHNOLOGY
EDUCATION.  Its seldom happens that there is a conference close
enough so that some of us can attend.  well, here's one, part of which
that some of us can attend.  It will be held at the Manila Garden
Hotel, 11-21 December 1989.  For additional information, contact Dr.
Adoracion D. Ambrosio, Symposium Chairman, PSHS, Diliman, Quezon City,
Philippines P.O. Box 10096, Q.C.

--------------------------------------------------------------------------------
Copy Text?  Within document  To clipboard  From clipboard
```

Figure 9. The Monitor Screen Showing The Copy Option Selected.

(3) With the "Within Document" option selected (highlighted), press the RETURN key once (see Figure 10).

File: WP00000.007 COPY TEXT Escape: Review/Add/Change

Advancement of Science started a science curriculum development project, with financial support from the National Science Foundation, intended to produce curriculum materials for grades K-12. The materials when finished should integrate science, technology and society. The project, now beginning its fourth year, will take over a decade and heavily involves K-12 classroom teachers. The major work now is being done at the University of Colorado by approximately 200 teachers from around the U. S. who come together during the summer. We are looking for ways that a number of our DoDDS-Pacific teachers can become involved in the project. If you are interested in this possibility, send me an informal note at the regional office.

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Use cursor moves to highlight block, then press Return 492K Avail.

Figure 10. The Monitor Screen Showing The "Within Document" Option Selected.

(4) Use ARROW keys and highlight the portion of your document you wish to copy (directions at bottom of monitor screen).

(5) Press the RETURN key once (see Figure 11).

File: WP00989.007 COPY TEXT Escape: Review/Add/Change

Advancement of Science started a science curriculum development project, with financial support from the National Science Foundation, intended to produce curriculum materials for grades K-12. The materials when finished should integrate science, technology and society. The project, now beginning its fourth year, will take over a decade and heavily involves K-12 classroom teachers. The major work now is being done at the University of Colorado by approximately 200 teachers from around the U. S. who come together during the summer. We are looking for ways that a number of our DoDDS-Pacific teachers can become involved in the project. If you are interested in this possibility, send me an informal note at the regional office.

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Move cursor to new location, then press Return 492K Avail.

Figure 11. The Monitor Screen Before Moving The Copy.

(6) Use the ARROW keys and move the cursor to the location in the document where you wish the copy of your text to be placed. See the example in Figure 12.

File: WP00989.007 COPY TEXT Escape: Review/Add/Change

after the fairs at each of the elementary schools. Participants to represent each school in the island wide fair were chosen from the participants at each of the various elementary school science fairs. The fair was coordinated by Elaine Prarie from Bechtel Elementary School. Elaine can be contacted for further details at AUTOVON 622-7504.

PROJECT 2061. Haley's Commet passed close to Earth in 1985 and will again be close in 2061. In 1985, the American Academy for the Advancement of Science started a science curriculum development project, with financial support from the National Science Foundation, intended to produce curriculum materials for grades K-12. The materials when finished should integrate science, technology and society. The project, now beginning its fourth year, will take over a decade and heavily involves K-12 classroom teachers. The major work now is being done at the University of Colorado by approximately 200 teachers from around the U. S. who come together during the summer. We are looking for ways that a number of our DoDDS-Pacific teachers can become involved in the project. If you are interested in this possibility, send me an informal note at the regional office.

Move cursor to new location, then press Return 492K Avail.

Figure 12. The Monitor Screen Showing An Example Location Where The Copy Is To Be Moved.

(7) Press the RETURN key once (See Figure 13).

File: WP00989.007 COPY TEXT Escape: Review/Add/Change

after the fairs at each of the elementary schools. Participants to represent each school in the island wide fair were chosen from the participants at each of the various elementary school science fairs. The fair was coordinated by Elaine Prarie from Bechtel Elementary School. Elaine can be contacted for further details at AUTOVON 622-7504.

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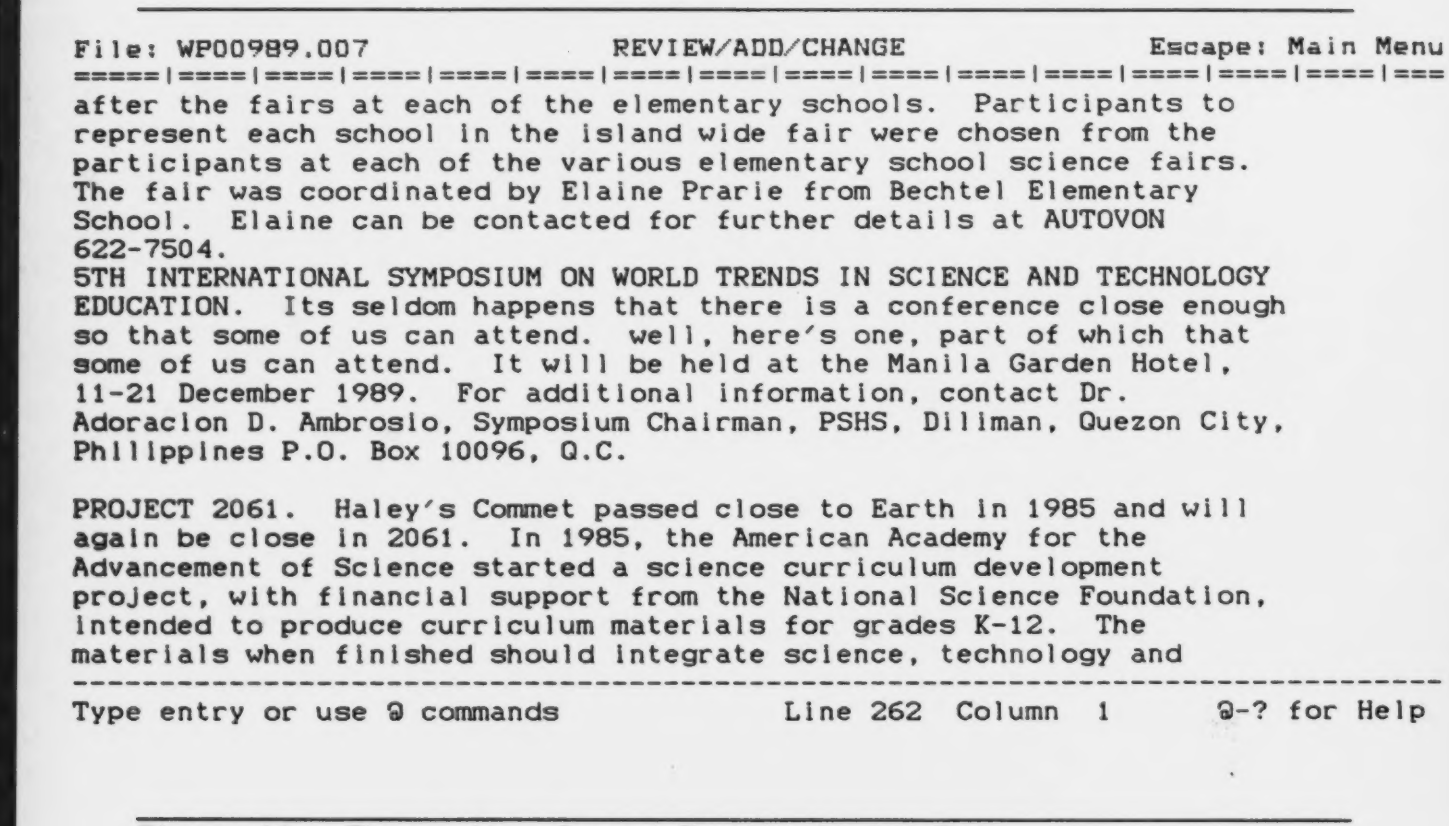
Use cursor moves to highlight block, then press Return 491K Avail.

Figure 14. The Monitor Screen After Selecting The Clipboard Option.

(11) Follow the directions provided on the screen, highlighting the portion of the document you wish to copy using the ARROW keys, and then press the RETURN key once. Following this action, your screen will appear similar to the example shown in Figure 15.


File: WP00989.007 REVIEW/ADD/CHANGE Escape: Main Menu
after the fairs at each of the elementary schools. Participants to represent each school in the island wide fair were chosen from the participants at each of the various elementary school science fairs. The fair was coordinated by Elaine Prarie from Bechtel Elementary School. Elaine can be contacted for further details at AUTOVON 622-7504.
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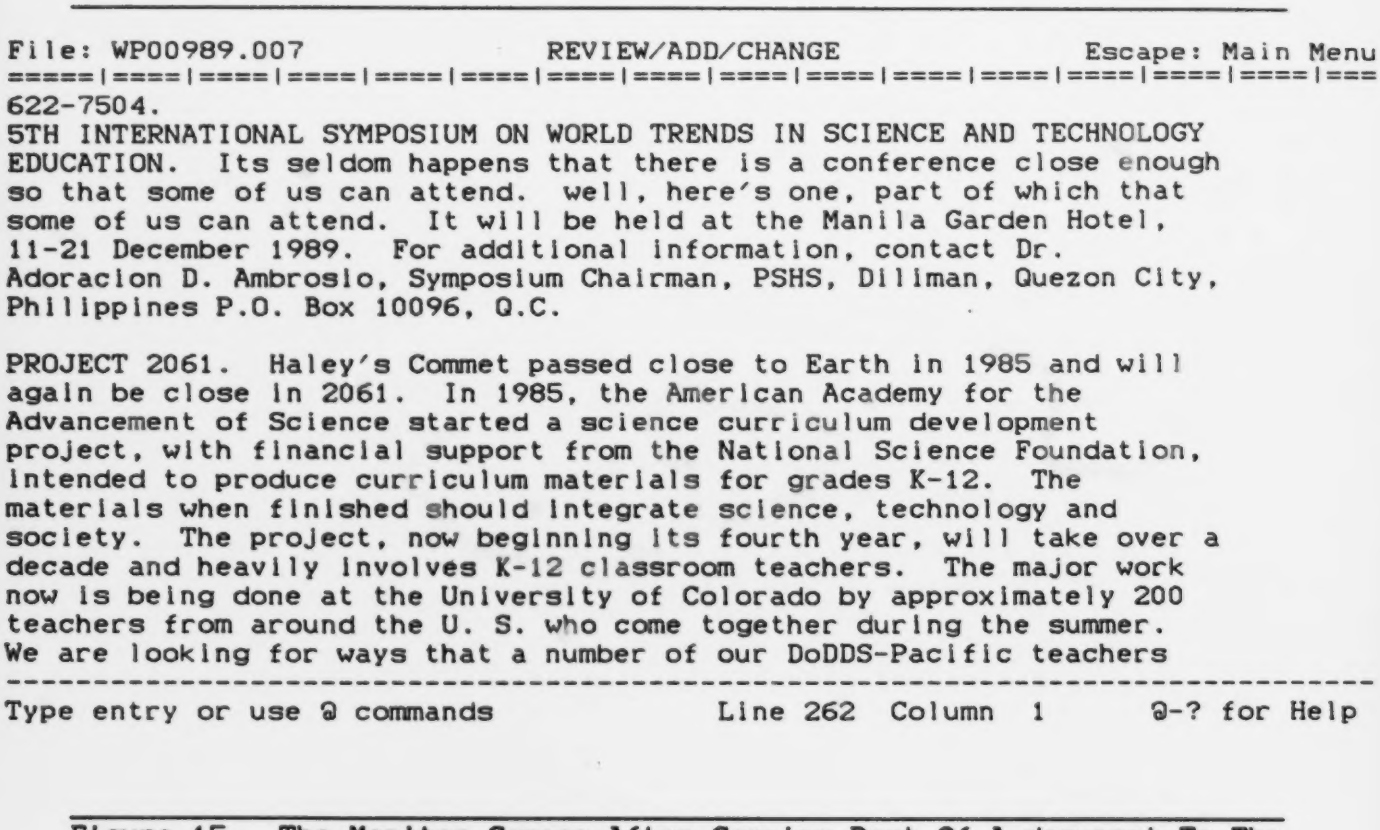
Type entry or use @ commands Line 262 Column 1 @-? for Help

Figure 13. The monitor Screen Showing Copied Text.

(8) Press the OPEN-APPLE and the "C" keys at the same time.

(9) Press the RIGHT-ARROW key and move the cursor to highlight the "To clipboard (cut)" option.

(10) Press the RETURN key once (see Figure 14).


File: WP00989.007 REVIEW/ADD/CHANGE Escape: Main Menu
622-7504.
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Type entry or use @ commands Line 262 Column 1 @-? for Help

Figure 15. The Monitor Screen After Copying Part Of A document To The Clipboard.

(12) Use whatever combination of keys that is necessary and bring the document, that is to receive the copied portion of your original document, to the screen (see Figure 16).

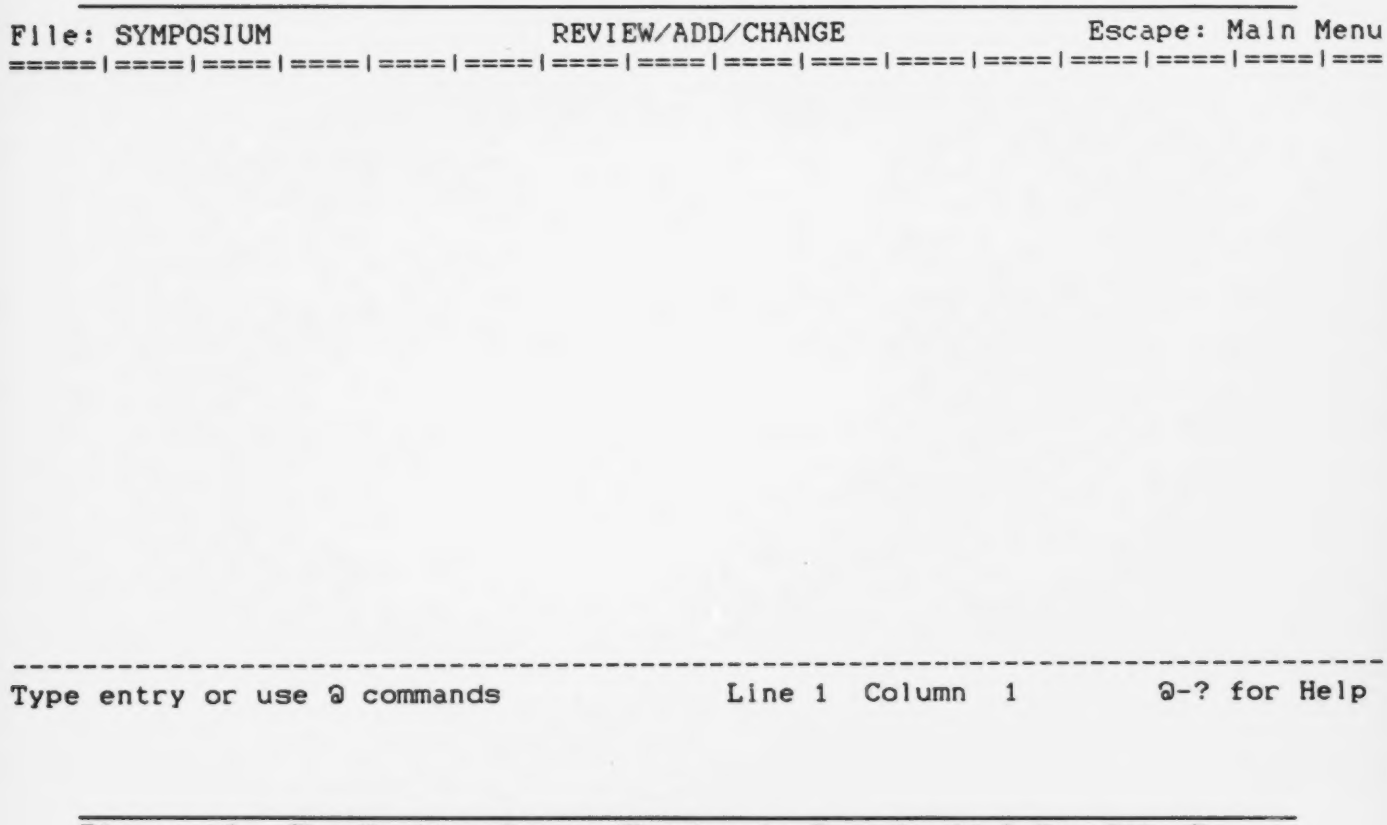

Figure 16. The Monitor Screen Showing An Example Of A New File To Which Part Of A Copied Document Is To Be Moved.

(13) Use the ARROW keys and place the cursor at the spot where you want the beginning of the copied document to be placed.

(14) Press the OPEN-APPLE and the "C" keys at the same time.

(15) Use the RIGHT-ARROW key to highlight the "From clipboard" option.

(16) Press the RETURN key once (see Figure 17).

```
File: SYMPOSIUM                    REVIEW/ADD/CHANGE                    Escape: Main Menu
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===

5TH INTERNATIONAL SYMPOSIUM ON WORLD TRENDS IN SCIENCE AND
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--------------------------------------------------------------------------------
Type entry or use @ commands          Line 11  Column  1          @-? for Help
```

Figure 17. The Monitor Screen After Copying The Section Of The Original Document Into The New Document.

b. Deleting part of your text.

(1) Identify the part of your document that you need to delete.

(2) Use a combination of ARROW keys and place the cursor under the first letter or number in the document to be deleted.

(3) Press the OPEN-APPLE and the "D" keys at the same time (see Figure 18).

File: SYMPOSIUM DELETE TEXT Escape: Review/Add/Change

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Use cursor moves to highlight block, then press Return 490K Avail.

Figure 18. The Monitor Screen Showing The Delete Text Function Selected.

(4) Use a combination of ARROW keys to highlight the part of the text that needs to be deleted.

(5) Press the RETURN key once and the compare Figures 18 and 19.

```
File: SYMPOSIUM                REVIEW/ADD/CHANGE              Escape: Main Menu
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===

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P.O. Box 10096, Q.C.

----------------------------------------------------------------------------
Type entry or use @ commands          Line 15  Column 45       @-? for Help
```

Figure 19. The Monitor Screen Showing Part Of The Text Deleted.

c. Finding parts of or within a document.

(1) Press the OPEN-APPLE and the "F keys at the same time (see Figure 20).

```
File: SYMPOSIUM                          FIND          Escape: Review/Add/Change
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===

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P.O. Box 10096, Q.C.

--------------------------------------------------------------------------------
Find?  Text  Page  Marker  Case sensitive text  Options for printer
```

Figure 20. The Monitor Screen Showing The Find Option Selected.

(2) Use the RIGHT-ARROW key to highlight the type of information you want to find within your document.

(3) If you highlight the "Options for printer" and press the RETURN key once the monitor screen will appear similar to the example shown in Figure 21.

```
File: SYMPOSIUM                          FIND          Escape: Review/Add/Change
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===

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It will be held at the Manila Garden Hotel,  Philippines
P.O. Box 10096, Q.C.
                                FIND PRINTER OPTIONS
Option:              UJ: Unjustified    GB: Group Begin     BE: Boldface End
                     CN: Centered       GE: Group End       +B: Superscript Beg
PW: Platen Width     PL: Paper Length   HE: Page Header     +E: Superscript End
LM: Left Margin      TM: Top Margin     FO: Page Footer     -B: Subscript Begin
RM: Right Margin     BM: Bottom Margin  SK: Skip Lines      -E: Subscript End
CI: Chars per Inch   LI: Lines per Inch PN: Page Number     UB: Underline Begin
P1: Proportional-1   SS: Single Space   PE: Pause Each page UE: Underline End
P2: Proportional-2   DS: Double Space   PH: Pause Here      PP: Print Page No.
IN: Indent           TS: Triple Space   SM: Set a Marker    EK: Enter Keyboard
JU: Justified        NP: New Page       BB: Boldface Begin  MM: Mail Merge
```

Figure 21. The Monitor Screen After Selecting The "Find Printer Options" Option.

(4) Select either the "Text" or the "Case sensitive text" option and press the RETURN key. The monitor screen will appear like the example shown in Figure 22.

File: SYMPOSIUM FIND Escape: Main Menu

5TH INTERNATIONAL SYMPOSIUM ON WORLD TRENDS IN SCIENCE AND TECHNOLOGY EDUCATION. Its seldom happens that there is a conference close enough so that some of us can attend. well, here's one, part of which that some of us can attend. It will be held at the Manila Garden Hotel, Philippines P.O. Box 10096, Q.C.

Find what text?

Figure 22. The Monitor Screen Showing A Find Text Option Selected.

(5) If you elect to choose the "Page" option and press the RETURN key you will need to supply the number of the page for which you are looking.

(6) Select the "Text" option by highlighting it.

(7) Press the RETURN key once.

(8) Type in the text (word or words) you wish to find as directed at the bottom of the monitor screen (see Figure 23).

```
File: SYMPOSIUM                          FIND                    Escape: Erase entry
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
```

5TH INTERNATIONAL SYMPOSIUM ON WORLD TRENDS IN SCIENCE AND TECHNOLOGY EDUCATION. Its seldom happens that there is a conference close enough so that some of us can attend. well, here's one, part of which that some of us can attend. It will be held at the Manila Garden Hotel, Philippines P.O. Box 10096, Q.C.

Find what text? INTERNATIONAL

Figure 23. The Monitor Screen Showing The Words Of The Text To Be Located.

(9) Press the RETURN key once (see Figure 24).

```
File: SYMPOSIUM                          FIND          Escape: Review/Add/Change
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===

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well, here's one, part of which that some of us can attend.
It will be held at the Manila Garden Hotel,  Philippines
P.O. Box 10096, O.C.

--------------------------------------------------------------------------------
Find next occurrence?  No  Yes
```

Figure 24. The Monitor Screen Showing The First Location Of The Desired Text.

(10) Follow the directions provided at the bottom of the screen until you have found the desired location in the document.

(11) Insure the "No" option is highlighted and press the RETURN key once (see Figure 25).

```
File: SYMPOSIUM                    REVIEW/ADD/CHANGE                Escape: Main Menu
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|===

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well, here's one, part of which that some of us can attend.
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P.O. Box 10096, Q.C.

--------------------------------------------------------------------------------
Type entry or use @ commands          Line 11  Column  5       @-? for Help
```

Figure 25. The Monitor Screen After Exiting The Find Function.

d. Identifying the locations of page breaks. This option allows you to identify the exact locations of the ends of the pages in your document. If you want to change the locations of the ends of the pages, you need to use the OPEN-APPLE-O command.

(1) Press the OPEN-APPLE and the "K" keys at the same time. You will see a message on your monitor screen similar to the one shown in Figure 26.

File: WP00989.007 CALCULATE MENU Escape: Review/Add/Change

Which printer will be used when
the file is actually printed?

1. NCR

2. ImageWriter II

3. EPSON

4. A text (ASCII) file on disk

Type number, or use arrows, then press Return 490K Avail.

Figure 26. The Monitor Screen After Selecting The Page Break Command.

(2) Use the ARROW keys and select the type of printer connected to your machine by highlighting its name.

(3) Press the RETURN key once and examine Figure 27. Your monitor screen will appear similar to this Figure.

```
File: WP00989.007              REVIEW/ADD/CHANGE              Escape: Main Menu
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
STARLAB PLANETARIUM WORKSHOPS.  The dates for the fall 1989 workshops
set so far are: Korea - 13 and 15 September at Seoul Elementary
School; Japan except Misawa - 4-6 October at Yokota High School;
- - - - - - - - - - - - - - - - - - End of Page 1 - - - - - - - - - - - - - - - - - -
Misawa Air Base, Japan - 10 October at Sollars Elementary School;
Okinawa - 16 October at Bob Hope Elementary School.  The dates for the
Philippines have not yet been set.

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to Jim Hubbard, Colorado Alliance For Science, College of Education,
Campus Box 249, University of Colorado, Boulder, CO 80309-0249.  If
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SUMMER 1990 TEACHER IN NATIONAL LABORATORY PROGRAM.  Associated
Western Universities Inc. has again asked DoDDS-Pacific to participate
in their summer Teacher in National Laboratory Program for the summer
of 1990.  Joan Miller of their staff, in a recent meeting offered us
--------------------------------------------------------------------------------
Type entry or use @ commands          Line 73  Column 21       @-? for Help
```
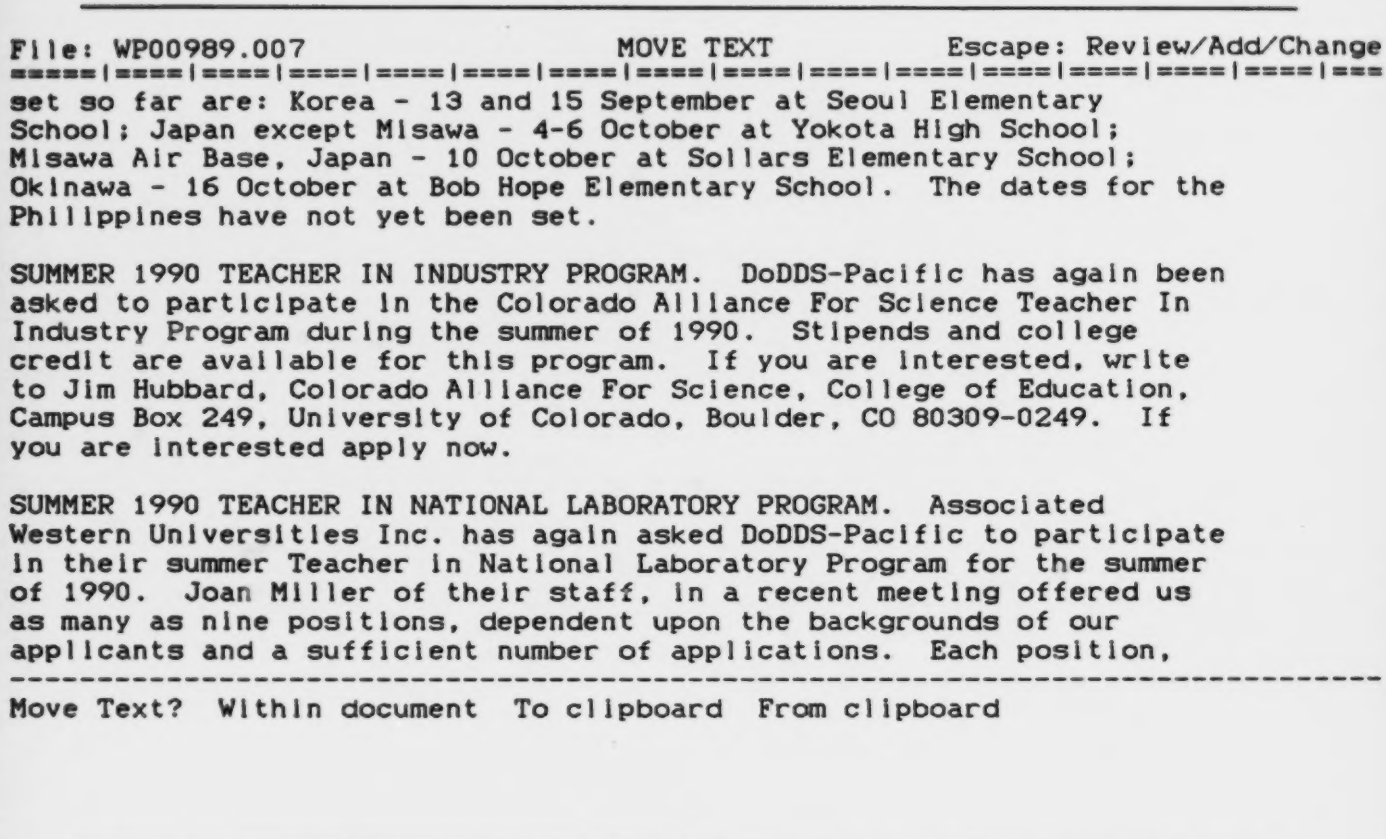

Figure 27. The Monitor Screen After Completing The Identification Of Page Breaks.

e. Moving part or all of a document.

(1) Set your cursor under the first letter or number of the text to be moved.


File: WP00989.007 MOVE TEXT Escape: Review/Add/Change
set so far are: Korea - 13 and 15 September at Seoul Elementary School; Japan except Misawa - 4-6 October at Yokota High School; Misawa Air Base, Japan - 10 October at Sollars Elementary School; Okinawa - 16 October at Bob Hope Elementary School. The dates for the Philippines have not yet been set.
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Move Text? Within document To clipboard From clipboard

Figure 28. The Monitor Screen After Selecting The Move Information Option.

(2) Press the OPEN-APPLE and the "M" keys at the same time (see Figure 28).

(3) Select the "Within document" option by insuring that it is highlighted and pressing the RETURN key once (see Figure 29).

File: WP00989.007 MOVE TEXT Escape: Review/Add/Change

set so far are: Korea - 13 and 15 September at Seoul Elementary School; Japan except Misawa - 4-6 October at Yokota High School; Misawa Air Base, Japan - 10 October at Sollars Elementary School; Okinawa - 16 October at Bob Hope Elementary School. The dates for the Philippines have not yet been set.

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Use cursor moves to highlight block, then press Return 490K Avail.

Figure 29. The Monitor Screen After Selecting The Within Document Option.

(4) Use the ARROW keys to highlight that portion of your document which you desire to move.

(5) Press the RETURN key once and examine the example results in Figure 30.

File: WP00989.007 MOVE TEXT Escape: Review/Add/Change

set so far are: Korea - 13 and 15 September at Seoul Elementary School; Japan except Misawa - 4-6 October at Yokota High School; Misawa Air Base, Japan - 10 October at Sollars Elementary School; Okinawa - 16 October at Bob Hope Elementary School. The dates for the Philippines have not yet been set.

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Move cursor to new location, then press Return 490K Avail.

Figure 30. The Monitor Screen After Entering The Text To Be Moved.

(6) Use arrow keys and move the cursor to the position in your document where you wish to move the highlighted text.

(7) Press the RETURN key once (see Figure 31).

```
File: WP00989.007              REVIEW/ADD/CHANGE              Escape: Main Menu
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|===

5TH INTERNATIONAL SYMPOSIUM ON WORLD TRENDS IN SCIENCE AND TECHNOLOGY
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some of us can attend.  It will be held at the Manila Garden Hotel,
11-21 December 1989.  For additional information, contact Dr.
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Campus Box 249, University of Colorado, Boulder, CO 80309-0249.  If
you are interested apply now.

--------------------------------------------------------------------------------
Type entry or use @ commands          Line 284  Column  1      @-? for Help
```

Figure 31. The Monitor Screen After Moving Part Of The Text.

(8) If you desire to move part of your document to the clipboard and then on to another file, the procedure is the as that for moving part of the document within the file, except that you must select the "To clipboard" option.

f. Changing the names of files. This is an extremely important option because it allows you to retain your original file on a data disk while at the same time rapidly creating a new document which, when completed, may be quite similar to the original document without having to create the new document from scratch.

(1) Press the OPEN-APPLE and the "N" keys at the same time (see Figure 32).

File: WP00989.007 CHANGE FILENAME Escape: Review/Add/Change

5TH INTERNATIONAL SYMPOSIUM ON WORLD TRENDS IN SCIENCE AND TECHNOLOGY EDUCATION. Its seldom happens that there is a conference close enough so that some of us can attend. well, here's one, part of which that some of us can attend. It will be held at the Manila Garden Hotel, 11-21 December 1989. For additional information, contact Dr. Adoracion D. Ambrosio, Symposium Chairman, PSHS, Diliman, Quezon City, Philippines P.O. Box 10096, Q.C.

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Type filename: WP00989.007 490K Avail.

Figure 32. The Monitor Screen With The Name Change Option Selected.

(2) Press the OPEN-APPLE and the "Y" (yank) keys at the same time (see Figure 33).

File: WP00989.007 CHANGE FILENAME Escape: Restore former entry

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Type filename: 490K Avail.

Figure 33. The Monitor Screen After Using The Yank Function.

(3) Type the new file name (see Figure 34).

File: WP00989.007 CHANGE FILENAME Escape: Restore former entry

5TH INTERNATIONAL SYMPOSIUM ON WORLD TRENDS IN SCIENCE AND TECHNOLOGY EDUCATION. Its seldom happens that there is a conference close enough so that some of us can attend. well, here's one, part of which that some of us can attend. It will be held at the Manila Garden Hotel, 11-21 December 1989. For additional information, contact Dr. Adoracion D. Ambrosio, Symposium Chairman, PSHS, Diliman, Quezon City, Philippines P.O. Box 10096, Q.C.

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Type filename: SCIENCE.NEWS 490K Avail.

Figure 34. The Monitor Screen After Typing New File Name.

(4) To enter the new file name in the computer memory, press the RETURN key once. Examine the upper left corner of Figure 35 and then compare Figures 34 and 35.

```
File: SCIENCE.NEWS              REVIEW/ADD/CHANGE              Escape: Main Menu
```

5TH INTERNATIONAL SYMPOSIUM ON WORLD TRENDS IN SCIENCE AND TECHNOLOGY EDUCATION. Its seldom happens that there is a conference close enough so that some of us can attend. well, here's one, part of which that some of us can attend. It will be held at the Manila Garden Hotel, 11-21 December 1989. For additional information, contact Dr. Adoracion D. Ambrosio, Symposium Chairman, PSHS, Diliman, Quezon City, Philippines P.O. Box 10096, Q.C.

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```
Type entry or use @ commands          Line 284  Column  1      @-? for Help
```

Figure 35. The Monitor Screen After Entering The New File Name.

g. Replacing the wording of part of your document with new wording.

(1) Press the OPEN-APPLE and the "R" keys at the same time (see Figure 36).

File: SCIENCE.NEWS REPLACE Escape: Review/Add/Change

5TH INTERNATIONAL SYMPOSIUM ON WORLD TRENDS IN SCIENCE AND TECHNOLOGY EDUCATION. Its seldom happens that there is a conference close enough so that some of us can attend. well, here's one, part of which that some of us can attend. It will be held at the Manila Garden Hotel, 11-21 December 1989. For additional information, contact Dr. Adoracion D. Ambrosio, Symposium Chairman, PSHS, Diliman, Quezon City, Philippines P.O. Box 10096, Q.C.

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Replace? Text Case sensitive text

Figure 36. The Monitor Screen After Selecting The Replace Option.

(2) Select the "Text" option by insuring that it is highlighted and then pressing the RETURN key once. See Figure 37 - the picture would be identical if you chose the "Case sensitive text" option.

File: SCIENCE.NEWS REPLACE Escape: Review/Add/Change

5TH INTERNATIONAL SYMPOSIUM ON WORLD TRENDS IN SCIENCE AND TECHNOLOGY EDUCATION. Its seldom happens that there is a conference close enough so that some of us can attend. well, here's one, part of which that some of us can attend. It will be held at the Manila Garden Hotel, 11-21 December 1989. For additional information, contact Dr. Adoracion D. Ambrosio, Symposium Chairman, PSHS, Diliman, Quezon City, Philippines P.O. Box 10096, Q.C.

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Replace what?

Figure 37. The Monitor Screen After Selecting The Text Option.

(3) Type the word or words to be replaced (see Figure 38).

File: SCIENCE.NEWS REPLACE Escape: Erase entry

5TH INTERNATIONAL SYMPOSIUM ON WORLD TRENDS IN SCIENCE AND TECHNOLOGY EDUCATION. Its seldom happens that there is a conference close enough so that some of us can attend. well, here's one, part of which that some of us can attend. It will be held at the Manila Garden Hotel, 11-21 December 1989. For additional information, contact Dr. Adoracion D. Ambrosio, Symposium Chairman, PSHS, Diliman, Quezon City, Philippines P.O. Box 10096, Q.C.

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Replace what? TEACHER

Figure 38. The Monitor Screen Showing Text To Be Replaced.

(4) Press the RETURN key once (see Figure 39).

File: SCIENCE.NEWS REPLACE Escape: Review/Add/Change

5TH INTERNATIONAL SYMPOSIUM ON WORLD TRENDS IN SCIENCE AND TECHNOLOGY EDUCATION. Its seldom happens that there is a conference close enough so that some of us can attend. well, here's one, part of which that some of us can attend. It will be held at the Manila Garden Hotel, 11-21 December 1989. For additional information, contact Dr. Adoracion D. Ambrosio, Symposium Chairman, PSHS, Diliman, Quezon City, Philippines P.O. Box 10096, Q.C.

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Replace with what? 490K Avail.

Figure 39. The Monitor Screen After Entering The Text To Be Replaced.

(5) Type the replacement text (see Figure 40).

File: SCIENCE.NEWS REPLACE Escape: Erase entry

5TH INTERNATIONAL SYMPOSIUM ON WORLD TRENDS IN SCIENCE AND TECHNOLOGY EDUCATION. Its seldom happens that there is a conference close enough so that some of us can attend. well, here's one, part of which that some of us can attend. It will be held at the Manila Garden Hotel, 11-21 December 1989. For additional information, contact Dr. Adoracion D. Ambrosio, Symposium Chairman, PSHS, Diliman, Quezon City, Philippines P.O. Box 10096, Q.C.

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Replace with what? EDUCATOR 490K Avail.

Figure 40. The Monitor Screen Showing The Replacement Text.

(6) Press the RETURN key once (see Figure 41).

File: SCIENCE.NEWS REPLACE Escape: Review/Add/Change

5TH INTERNATIONAL SYMPOSIUM ON WORLD TRENDS IN SCIENCE AND TECHNOLOGY EDUCATION. Its seldom happens that there is a conference close enough so that some of us can attend. well, here's one, part of which that some of us can attend. It will be held at the Manila Garden Hotel, 11-21 December 1989. For additional information, contact Dr. Adoracion D. Ambrosio, Symposium Chairman, PSHS, Diliman, Quezon City, Philippines P.O. Box 10096, Q.C.

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Replace? One at a time All

Figure 41. The Monitor Screen Showing The Replacement Text Entered.

(7) Select the "One at a time" option by pressing the RETURN key. Your monitor screen will show the first occurrence of the text to be replaced (see Figure 42).

File: SCIENCE.NEWS REPLACE Escape: Review/Add/Change

possibility, send me an informal note at the regional office.

5TH INTERNATIONAL SYMPOSIUM ON WORLD TRENDS IN SCIENCE AND TECHNOLOGY EDUCATION. Its seldom happens that there is a conference close enough so that some of us can attend. well, here's one, part of which that some of us can attend. It will be held at the Manila Garden Hotel, 11-21 December 1989. For additional information, contact Dr. Adoracion D. Ambrosio, Symposium Chairman, PSHS, Diliman, Quezon City, Philippines P.O. Box 10096, Q.C.

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Replace this one? No Yes

Figure 42. The Monitor Screen Showing The First Occurrence Of The Text To Be Replaced.

(8) Use the RIGHT-ARROW key to highlight the "Yes" option.

(9) Press the RETURN key once to accomplishment the replacement (see Figure 43).

File: SCIENCE.NEWS REPLACE Escape: Review/Add/Change

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Find next occurrence? No Yes

Figure 43. The Monitor Screen After The First Replacement Is Made.

(10) If you want to continue on to the next occurrence of the text to be replaced, highlight the "Yes" option and press the RETURN key or press the ESC key to return to the document.

(11) Press the ESC key (see Figure 44).

File: SCIENCE.NEWS REVIEW/ADD/CHANGE Escape: Main Menu

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Type entry or use @ commands Line 284 Column 21 @-? for Help

Figure 44. The Monitor Screen After Returning To The Original Document.

h. Setting tabs.

(1) Press the OPEN-APPLE and the "T" keys at the same time (see Figure 45).

```
File: SCIENCE.NEWS                    MODIFY TAB STOPS      Escape: Review/Add/Change
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
possibility, send me an informal note at the regional office.

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--------------------------------------------------------------------------------
Tab stops:    S: Set    C: Clear    R: Remove all                    (Column 21)
```

Figure 45. The Monitor Screen After Selecting The Tab Set Option.

(2) Press the "R" key (see Figure 46).

```
File: SCIENCE.NEWS                MODIFY TAB STOPS        Escape: Review/Add/Change
================================================================================
possibility, send me an informal note at the regional office.

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Philippines P.O. Box 10096, Q.C.

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Campus Box 249, University of Colorado, Boulder, CO 80309-0249.  If
you are interested apply now.


--------------------------------------------------------------------------------
Tab stops:    S: Set    C: Clear    R: Remove all                    (Column 21)
```
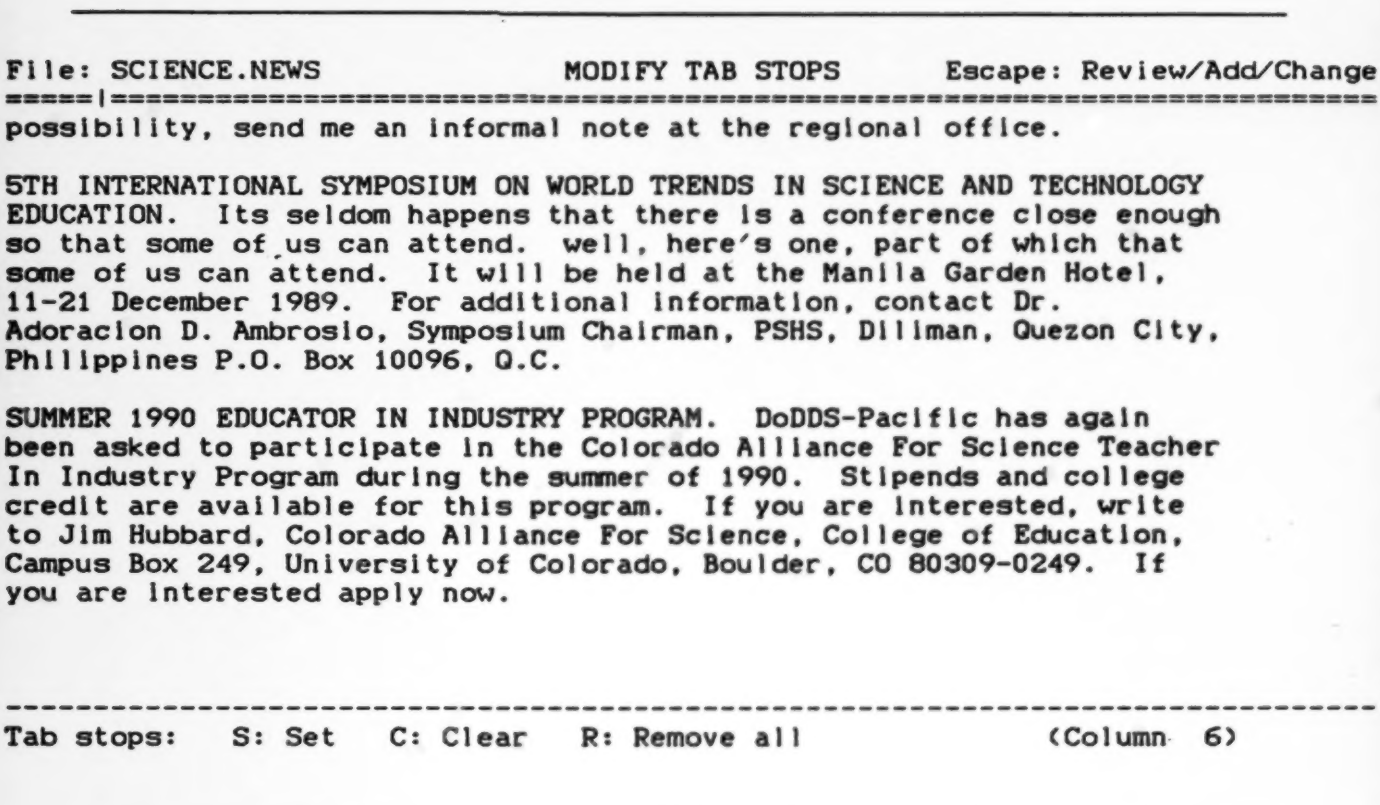

Figure 46. The Monitor Screen After Removing All Preset Tabs.

(3) Use the RIGHT-ARROW key and move the cursor to column #6. You can easily tell when your cursor is in column #6 by examining the lower right corner of the monitor screen.

(4) Press the "S" key once (see Figure 47).


File: SCIENCE.NEWS MODIFY TAB STOPS Escape: Review/Add/Change
possibility, send me an informal note at the regional office.
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Tab stops: S: Set C: Clear R: Remove all (Column 6)

Figure 47. The Monitor Screen Setting A Tab Cue In Column #6.

(5) Press the ESC key once (see Figure 48).

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Type entry or use @ commands Line 284 Column 21 @-? for Help

Figure 48. The Monitor Screen After Escaping From The Tab Option.

1. Bold facing.

   (1) Identify a word or group of words in your document that you would like to print in "bold face."

   (2) Use the ARROW keys and move the cursor directly under the first letter of the first word you would like printed in "bold face."

   (3) Press and hold down the CONTROL key and while it is held down, press and release the "B" key.

   (4) Press the LEFT-ARROW key once. Your monitor screen will appear similar to the example shown in Figure 49.

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Type entry or use ^ commands Boldface Begin ^-? for Help

Figure 49. The Monitor Screen Showing Bold Face Begin.

(5) Use the RIGHT-ARROW key and move the cursor to the column (space) immediately following the last letter that is to be printed in bold face.

(6) Press and hold down the CONTROL key and while it is being held down, press and release the "B" key.

(7) Move the cursor one space to the left, using the LEFT-ARROW key (see Figure 50).

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--------------------------------------------------------------------------
Type entry or use @ commands          Boldface End          @-? for Help
```

Figure 50. The Monitor Screen Showing Bold Face End.

j. Underlining part of your text. The procedure for underlining part of your text is the same as the bold face procedure discussed above in "I" except that the "L" key instead of the "B" is used with the CONTROL key.

k. Moving to the beginning of a file. Press and hold down the OPEN-APPLE key and while that key is held down, press and release the "1" key. An example of the result is shown in Figure 51, with the cursor now located at the beginning of the file.

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FROM THE CROWS NEST.....

At the risk of seeming long winded, I'll use the same format as I did in the May/June issue of the Newsletter to describe what I've seen of science education both nationally and in DoDDS-Pacific since then. First, however, let me take this opportunity to welcome you all back to school. I hope you have all had an enjoyable summer, that this will be your best year yet in teaching and you'll have fun teaching science over the coming weeks and months. Let's all of our new stateside hires and those transferring in from other regions a hearty welcome. Its going to be an exciting year in science education around DoDDS-Pacific.

BOULDER WORKSHOP. Twenty-six DoDDS personnel recently completed the two week DoDDS sponsored elementary science workshop at the University of Colorado, Boulder. The attendees conducted hands-on science activities, visited a variety of industries to look at the application of scientific principals to technological problems of the 80's, examined ways of using museums in science programs, listened to guest speakers, saw a star show. On the weekend between weeks one and two,

Type entry or use @ commands Line 2 Column 6 @-? for Help

Figure 51. The Monitor Screen After Using The OPEN-APPLE-1 Option.

1. Moving to the end of a file. Press and hold down the OPEN-APPLE key and while it is held in the down position, press and release the 9 key (see Figure 52).

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Type entry or use @ commands          Line 293  Column  1      @-? for Help
```

Figure 52. The Monitor Screen After Exercising THe OPEN-APPLE-9 Option.

m. Additional help. For additional help, consult the AppleWorks instruction book.